



NOTICE OF POSITION VACANCY

Scanning Technician

Job Announcement 2013-01

STARTING SALARY: **\$25,041**
SALARY POTENTIAL: **\$25,041 - \$40,727 (CL 22/01 - 22/61)**
CLASSIFICATION LEVEL: **CL 22**
APPOINTMENT: **Full Time Temporary (366 days)**
* Potential future conversion to permanent appointment
may exist without further competition
* Potential future promotional opportunity to CL-23
without further competition
OPENING DATE: **March 4, 2013**
CLOSING DATE: **March 19, 2013 - 5:00 p.m. (postmarked date)**
LOCATION: **Cheyenne, Wyoming (2 positions) and**
Casper, Wyoming (2 positions)

The United States Probation Office for the District of Wyoming is currently accepting applications for four (4) Scanning Technicians. The duration of these appointments will not exceed a year and one day and may renew dependent upon the needs of the district. Two positions will be located in Cheyenne, Wyoming, as well as two positions in our Casper, Wyoming, office.

Job Summary:

The incumbent will be primarily scanning and uploading documents using computer hardware/software designed for this purpose. The documents will be saved to designated electronic folder locations into PACTS (Probation/Pretrial Services Automated Case Tracking System). The Scanning Technician is under the direct supervision of the Deputy Chief.

Representative Duties:

- Sort, classify, and scan appropriate documents from paper case files into an automated database.
- Quality-check all scanned documents to ensure that all documents have been correctly uploaded and organized in the PACTS Document Imaging Module (PDIM).
- Provide regular feedback regarding scanning status and any problems with PDIM project.
- Operate a variety of copying, computer and scanning equipment.
- Perform other related duties, as assigned.

Factor 1 - Required Competencies (Knowledge, Skills and Abilities):

Skill in filing and scanning and the ability to follow detailed instructions and multitask. Ability to file, extract, and re-file electronic documents accurately and appropriately.

Court Operations

- Ability to apply the court unit's policies, procedures and guidelines, including those related to scanning legal documents.
- Ability to learn the court unit's filing system and operation of the copying and records equipment.
- Perform all phases of processing case records into the electronic document system, including but not limited to: pulling, sorting, prepping, scanning and replacing case file material. Verify scanned copy against original and provide quality assurance. Maintain files and file location.
- Ability to learn court unit operations and relevant legal terminology.

Judgment and Ethics

- Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

- Ability to communicate effectively (orally and in writing) with a variety of individuals and groups to provide information. Ability to interact effectively and appropriately with a wide variety of people.

Information Technology and Automation

- Knowledge and skill in use of software and keyboarding for word processing, data entry, email, computers, and report generation. Skill in using standard office equipment (copiers, printers, fax machines, etc.). Skill and knowledge of scanning procedures. Ability to use high-speed and bulk scanners. General knowledge in the following areas: Microsoft Office applications, Adobe Acrobat, and Internet Explorer.

Administrative Management

- Skill in organizing documents. Ability to scan and upload large amount of documents to the correct locations.
- Ability to meet recurring deadlines.

Factor 2 - Primary Job Focus and Scope:

The primary focus of the job is to contribute to the integrity of the electronic case files by accurately and efficiently scanning legal documents from paper-based case files. Errors in judgment or discretion can lead to incorrect or improper information being disseminated. The pretrial/probation case files are the official records for the court unit; incorrectly processed and categorized information would cause operational delay. Proper maintenance of documents/files is important to the unit because prompt location and retrieval affects all concerned in terms of time and accuracy. Maintaining confidentiality and handling persons tactfully are essential to providing quality services in a courteous and efficient manner.

Factor 3 - Complexity and Decision Making:

The incumbent will need to analyze files to ensure documentation is uploaded appropriately. Contents of paper-based case files are reviewed to determine and sort various types of standardized documents. Most aspects of the incumbent's work are standard. Procedures and processes are well established and a supervisor is readily available.

Factor 4A - Interactions with Judiciary Contacts:

The primary judiciary contacts are peers, supervisor, senior management, and court unit staff.

Factor 4B - Interactions with External Contacts:

External contacts are infrequent, but may include law enforcement personnel, U.S. Attorney's Office staff, Federal Public Defender's Office staff, defense attorneys.

Factor 5 - Work Environment and Physical Demands:

Work is performed in an office setting where people with violent backgrounds are often present. Some standing, bending, and lifting of boxes may be required.

Factor 6 - Minimum Qualifications:

Requires completion of the requirements for a high school diploma or equivalent. Requires good physical health and agility.

Preference to applicants with skills in using Microsoft Office applications, Adobe Acrobat, Internet Explorer, and keyboarding.

The selectee must undergo a thorough background investigation and fingerprinting, as well as consent to a credit check. The selectee may then be appointed provisionally, pending a favorable suitability determination by the court.

Applicant must be a U.S. citizen.

HOW TO APPLY:

Submit a completed AO 78 - Application for Judicial Branch Federal Employment (<http://www.govjobs.com/Applications/ao-78.pdf>), a cover letter, copies of your high school diploma or equivalent and/or college transcript(s) and diploma(s) for your degree(s). If you order transcripts to be sent directly to us from your school, please state so in your cover letter.

Send application marked **Confidential** to:

Chief U.S. Probation Officer
P.O. Box 847
Cheyenne, WY 82003

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview.

EQUAL OPPORTUNITY EMPLOYER

Judiciary employees must adhere to a code of conduct. Judicial employees are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also eligible for long-term

care and disability insurance and a Flexible Benefits Program which includes medical care and dependent care reimbursement.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) for payment of net pay.

Phone: 307/433-2300